

Job Opportunity Bulletin

Post Date: December 21, 2016

COMMUNITY PROGRAM SPECIALIST II

Salary Ranges: \$4,600 - \$5,758
Permanent, Full-Time

FINAL FILING DATE: UNTIL FILLED

We will consider candidates from the **Associate Governmental Program Analyst** eligibility list; however, the classification will be a CPS II.

JOIN THE DDS TEAM!

For information about the

DEPARTMENT OF DEVELOPMENTAL SERVICES

Please visit our website at
www.dds.ca.gov

Please refer to:

Position #: **473-422-8352-102**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: claudia.lutz@dds.ca.gov

The Regional Center Operations Section (RCOS) functions as liaison to the Department of Developmental Services' 21 regional centers and designated vendor programs. Regional centers are private, non-profit agencies that provide services in the community to individuals with developmental disabilities.

For complete duties, please see duty statement on the following page.

DESIRABLE QUALIFICATIONS:

- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/ prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, PowerPoint and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/ SROA/Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification) and **position #473-422-8352-102** on your application.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. Candidates using their AGPA eligibility must meet the MQs for **both** classifications.

If it is determined that an applicant does not meet the MQs of the classifications, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION
OFFICE OF COMMUNITY OPERATIONS
REGIONAL CENTER BRANCH
REGIONAL CENTER OPERATIONS SECTION
SOUTHERN REGION**

DUTY STATEMENT

JOB TITLE: Community Program Specialist II

POSITION #: 473-422-8352-102

POSITION DESCRIPTION: The Regional Center Operations Section (RCOS) functions as liaison to the Department of Developmental Services' 21 regional centers and designated vendor programs. Regional centers are private, non-profit agencies that provide services in the community to individuals with developmental disabilities. The RCOS is involved in a wide variety of activities and issues related to the regional centers' administrative operations and delivery of services to individuals with developmental disabilities.

SUPERVISIONS RECEIVED: Reports to and under direction of the RCOS Assistant Section Chief (CPS III).

SUPERVISION EXERCISED: None.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 25% Serve as the Department's primary liaison to regional centers on issues and activities. Review and analyze information pertaining to regional center programs and administrative operations.
- 25% Provide on-site and remote monitoring of regional centers and specified vendor programs including, but not limited to, attending regional center board meetings, and conducting specified vendor site visits to ensure statutory, regulatory and contractual compliance.
- 10% Provide technical assistance to consumers, parents, regional center staff, departmental management and/or service providers in assigned area(s) of responsibility.
- 10% Process and evaluate the results of various surveys and reports as required by statute. Monitor regional centers for contract compliance.
- 10% Review and monitor regional center implementation of regulatory and statutory requirements pertaining to regional center operations and make recommendations to management as appropriate.

Marginal Job Functions:

- 10% Review, analyze and present Health and Safety Exemption requests.
- 10% Prepare bill analyses, reports, correspondence, charts, and other written documents that respond to inquiries, issues, complaints, and/or assignments related to assigned area(s) of responsibility. Coordinate activities with departmental units, other state departments, federal agencies, and non-governmental entities as necessary to accomplish assignments. Act as section lead, in supervisor's absence.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment. Typically, work hours are 8:00 a.m. to 5:00 p.m. There is approximately 15%–40% statewide travel associated with this position.

DESIRABLE QUALIFICATIONS:

Developmental disabilities, the regional center service system, and processes and protocols in California State Government.

Develop and maintain cooperative and harmonious relationships with department and regional center staff, the public, and others; work with professional personnel in the field relating to coordinating and developing services for persons with developmental needs; analyze situations accurately and take effective action; speak and write effectively; reason logically and creatively; analyze data and present ideas and information effectively; review and edit written reports; and establish and maintain project priorities.

CERTIFICATION OR LICENSE: None.